

Southern Nevada Public Land Management Round 12 Nomination Package Requirements for Capital Improvements

I. ELIGIBILITY REQUIREMENTS

The Southern Nevada Public Land Management Act of 1998, Section 4(b) (3) (ii) allows money from the special account to be expended for:

“ . . . capital improvements at the Lake Mead National Recreation Area, the Desert National Wildlife Refuge, the Red Rock Canyon National Conservation Area, the Great Basin National Park and other areas administered by the Bureau of Land Management and the Forest Service in Clark, Lincoln, and White Pine Counties, and the Spring Mountains National Recreation Area.”

Capital improvement projects may include repair or rehabilitation of existing infrastructure, new construction, or improvements needed to protect resource values. All projects that are submitted for funding consideration must conform to approved management plans for the Federal unit involved. Each project should materially contribute to effective resource protection, the visitor experience and/or improved unit operations. Since the capital improvement needs of the five Federal agencies are great and funding is limited, the funding priorities need to incorporate a strong cost management system and ethic.

Capital Improvement projects may be nominated by any of the five Federal land management agencies (BLM, BOR, FWS, FS, and NPS).

II. ROUND 12 NOMINATION LIMITATIONS AND REQUIREMENTS FOR ALL CATEGORIES

- A. Nominations are limited to two submissions per entity per category are allowed. *(The only exception to this will be in the Hazardous Fuels category where eligible areas are managed by two different Forest Service regions. The Forest Service Region 4 will be allowed to submit two nominations which can be for projects on lands in the Carson Range in Douglas and Washoe Counties and Carson City, or on lands in the Spring Mountains eligible areas in Nevada. The Forest Service Region 5 (Lake Tahoe Basin Management Unit) will be allowed to submit two nominations for projects in the Lake Tahoe Basin eligible area.)*
- B. Entities are to limit nominations to the lowest cost option for a usable project.
- C. Nominations are limited to one project location (e.g., rehabilitate one picnic area, campground, etc., not two or three); nominations for work at multiple locations/facilities will not be accepted.
- D. Nominations must clearly describe the relationship of the nominated project to previous phases and anticipated future phases, if any; provide the estimated total cost of the project for all phases; confirm that the current nomination will result in a stand alone, usable project; and acknowledge that there is no guarantee or expectation of funding for future phases.

- E. Nominations are to address whether or not there are any matching or contributed funds available for the project or any other opportunity to leverage funding needed for the proposed project, and the impact of the lost opportunity to take advantage of such matching or contributory funds.
- F. Nominations must clearly indicate how determination of project completion will be made; nominations with vague or indistinct descriptions of project deliverables where determination of what constitutes “completion” is undefined will not be accepted.
- G. Nominations in all categories should address how the project supports at least one goal and related objective/sub-objective in the SNPLMA Strategic Plan, which is available on the SNPLMA website (<http://www.blm.gov/snplma>). The nominating entity may elect to address more than one goal/objective/sub-objective if applicable.

III. GENERAL REQUIREMENTS FOR ALL CATEGORIES

- A. **Nomination period duration is 60 days, beginning Tuesday, September 7, 2010 and ending Friday, November 5, 2010.** Nomination packages must be received by close of business, 4:30p.m. Pacific Time on November 5, 2010.
- B. All nomination packages for Capital Improvements are to be submitted to:
Capital Improvements Program Manager
Bureau of Land Management - Southern Nevada District
Division of SNPLMA Acquisition, Improvement and Conservation Programs
4701 N. Torrey Pines Drive
Las Vegas, NV 89130
- C. Submit nomination packages in hard copy and electronic copy (CD). Text should be created in MS Word ‘97 or higher, with a 1” margin on all sides, printed double sided. The electronic version must match the hard copy version. Hard copies should be clipped or stapled, not hole punched or bound. Do not include a table of contents or insert tabs or dividers.
- D. All images should be integrated into the Word document to create a single document on the CD; photographs should be grouped together, two per page, at the end of the document, rather than scattered throughout the text. This will require scanning maps, photographs, and other documents which were not originally created or obtained electronically. Photographs, maps, and letters should be scanned in .jpg format for insertion into the text document and compressed to reduce the size of the document. In addition, all uncompressed .jpg images should be included separately on the CD.
- E. **Late submissions cannot be considered.**
- F. **Incomplete nomination packages cannot be considered.** However, time permitting, nominators will be notified if their nomination package is incomplete and allowed a brief period to provide missing information.
- G. Letters or statements of support, if applicable, must be included at the time of submission.
- H. All nomination packages, including disks and CDs, become the property of the BLM Southern Nevada District Division of SNPLMA Acquisition, Improvement and Conservation Programs and will not be returned.

- I. Agencies requiring consultation under the Endangered Species Act with the Fish and Wildlife Service (FWS) will identify such projects and provide an estimate of the cost of the Consultation as a separate line item on the cost analysis work-sheet. Funds for said Consultation will be transferred directly to the FWS.
- J. Appendix B-3 “Estimated Necessary Expenses” (attachment 1) and “Project Cost Estimate Worksheet by Category” (attachment 2) are included.
- K. Agencies/entities are requested to provide the personnel required to present nomination packages to the appropriate Subgroup, Partners Working Group, and Executive Committee, if necessary.
- L. The reissued Implementation Agreement can be found at:
<http://www.blm.gov/nv/st/en/snplma/implementation.html>

III. NOMINATION PACKAGE REQUIREMENTS

Nomination packages for Capital Improvements MUST include the following:

- A. Project title, contact person/project manager, phone, and e-mail.
- B. Federal manager initials.
- C. A page size map(s) (8-1/2" x 11") depicting the specific location of the project (Include Lat/Long or GIS Coordinates.)
- D. Completed Cost Summary Sheet and Appendix B-3 Estimated Necessary Expense Sheet.
- E. A narrative addressing the following:
 - a. An executive summary of no more than 400 words describing the projects goals and major deliverables.
 - b. The approximate cost of the project.
 - c. A description of operation and maintenance requirements and associated costs once the project is constructed and who will be responsible for these costs and requirements.
 - d. If the proposed project is a phase of a prior approved project. If yes, the Round the prior phased project was approved, project title, dollar amount approved and percent complete.
- F. A narrative providing answers to each of the following questions:
 - a. Does this project improve safety and environmental health at sites and/or facilities used by the public and governmental employees?
 - i. Addresses, remedies or improves an immediate safety public access and/or environmental health concern.
 - ii. The number of visitors and employees affected.
 - iii. Provides educational value for an environmental or health concern.
 - iv. Addresses ADA compliance.
 - b. Does this project protect the integrity of significant resource values or improve the quality of the environment?
 - i. Minimizes environmental or resource impacts.

- ii. Nature of the concern to resource values and urgency for action.
 - iii. Number and significance of resource values involved including cultural, historical, natural and scientific values.
 - iv. Provides educational value.
- c. Does this project respond to visitor demand and/or changes in visitation patterns?
 - i. Corrects a deficiency in visitor services, or responds to deferred maintenance.
 - ii. Public demand and public use vs. investment required.
- d. Does this project address maintenance and operation costs?
 - i. Operations and maintenance costs will be reduced.
 - ii. Operations and maintenance costs will remain the same.
 - iii. Operations and maintenance costs will increase, but the project will improve the existing situation. (Select one factor only. Projects receive all or no points for each factor (d) i, ii, and iii.).
- e. Project has Green Building and/or sustainable design. Nominations for project construction where LEED standards exist, should address the cost analysis and feasibility of constructing the project to meet said LEED standards
- g. Nominations may include any of the following:
 - i. Photos and/or drawings of the project.
 - ii. Letters or materials supporting cooperation in the funding of the activity.
 - iii. Any other materials that may convey meaningful information.

Attachment 1

CAPITAL IMPROVEMENT RANKING CRITERIA

1. <u>Safety</u> . Improves safety and environmental health at sites and/or facilities used by the public and governmental employees	Points = 15
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Factors:

A. Addresses, remedies or improves an immediate safety public access and/or environmental health concern.	7	
B. The number of visitors and employees affected.	5	
C. Provides educational value for an environmental or health concern.	2	
D. Addresses ADA compliance.	1	

2. Protects the integrity of significant resource values or improves the quality of the environment.	Points = 10
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Factors:

A. Minimizes environmental or resource impacts.	4	
B. Nature of the concern to resource values and urgency for action.	3	
C. Number and significance of resource values involved including cultural, historical, natural and scientific values.	2	
D. Provides educational value.	1	

3. Responds to visitor demand and/or changes in visitation patterns	Points = 10
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Factors:

A. Corrects a deficiency in visitor services, or responds to deferred maintenance.	5	
B. Public demand and public use vs. investment required.	5	

4. Addresses maintenance and operation costs.	Points = 10
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Factors:

A. Operations and Maintenance costs will be reduced.	10	
B. Operations and Maintenance costs will remain the same.	7	
C. Operations and Maintenance costs will increase, but the project will improve the existing situation.	4	
NOTE: Select one factor only. Projects receive all or no points for each factor under heading IV.		

5. Project has Green Building and/or sustainable design.	Points 5
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TOTAL POSSIBLE POINTS = 50

APPENDIX B-3
CAPITAL IMPROVEMENTS
ESTIMATED NECESSARY EXPENSES & KEY MILESTONE DATES

Project Name:	
Project #:	Priority #:
Agency(ies):	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Initial <input type="checkbox"/></div> <div style="border: 1px solid black; padding: 5px;">Updated <input type="checkbox"/></div>
Prepared by:	
Phone:	
Date:	

1. Planning, Environmental Compliance, & Preconstruction Engineering & Design*

(Pre-design sketches & conceptual drawings; environmental assessment and permitting, specialist surveys/reports for archaeology, wildlife, biology, etc.; architectural & engineering analysis, design, surveying, & field investigations; construction drawings, specifications, cost estimates, and engineering technical reports)

\$	%
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2. Construction Contract Costs

(Including labor, supplies & materials, construction management, etc.; sampling/ testing; site restoration; and government furnished supplies and materials)

\$	%
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3. Project Equipment and/or Supplies/ Materials

\$	%
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4. Travel

(Including per diem where official travel status is required to carry out project, such as serve as COR, experts to review reports, etc.)

\$	%
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5. Official Vehicle Use

(Based on agencies procedures for use, fuel, equipment, and mileage charges)

\$	%
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6. Other Direct and Contracted Labor

Agency payroll for the Contracting Officer to do project procurement, COR, Project Inspector, Sec. 106 Consultation, NEPA Lead, Project Manager, Project Supervisor, and subject experts to review contracted surveys, designs/drawings, plans, reports, etc.; Also covered is the cost to contract for a Project Manager and/or Project Supervisor if contracted separately from other project contracts.

\$	%
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7. FWS Consultation—Endangered Species Act

\$	%
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8. Federal Direct Labor (to perform project construction)

\$	%
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9. Other Necessary Expenses - See Appendix B-9

\$	%
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10. Balance of Contingency Funds

\$ NA	0 %
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TOTAL**	100 %
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Key Milestones
NEPA:
Contracts:
Estimated Final Completion Date:
Comments:

*Total not to exceed 27% of total project cost, even if Federal labor is used to perform this work.

**Total dollar percentage may be 100% of amount approved by the Secretary plus any contingency percentage approved by the Secretary for projects in a given round.

Attachment 2

PROJECT COST ESTIMATE WORKSHEET BY CATEGORY				
Professional Services	Quantity	Units	\$ / Unit	Cost
A/E Design Fee				
Consultant Fees				
Direct Labor for review of Contracted Reports/Analysis				
Environmental Assessment/Testing				
Inspection				
Permitting				
Project Management				
Remote Site Costs				
Soil Analysis/Geological Analysis				
Surveys				
Technical Reports				
Professional Services Sub total:				0
Site Construction Costs	Quantity	Units	\$ / Sq. ft.	Cost
Asphalt/Concrete/Curbing				
Construction Costs, Site Power, etc.				
Construction Equipment				
Construction Materials				
Construction Supplies				
Fencing/Lighting				
Labor				
Landscaping & Irrigation				
Signage				
Site Benches, Tables, Prefabs				
Site Preparation/Grading, demolition				
Utilities Hook-up/Relocation				
Construction Sub Total:				0
Building Construction Costs	Quantity	Units	\$ / Sq. ft.	Cost
Asphalt Parking/Lighting				
Building Equipment				
Building Materials				
Building Supplies				
Fire/Sprinkler				
HVAC				
Labor				
Landscaping				
Permanent Furnishings/Fixtures				
Roof				
Signage				
Telecommunications				
Utilities				
Building Sub Totals:				0
Miscellaneous	Quantity	Units	\$ / Sq. ft.	Cost
Bonding				
Contingency				
Contractors Fees				
Insurance				
Notices/Publishing Costs				
Security				
Transportation				
Travel				
Miscellaneous Sub total:				0
			Total Cost:	0